



## Corporate Partnerships Manager

### Job description

---

<b>Job Title:</b>	<b>Corporate Partnerships Manager</b>
<b>Salary:</b>	<b>£37,000- £42,500 pro rata</b> , subject to qualifications and experience.  Benefits include: <ul style="list-style-type: none"><li>• Generous annual leave allowance</li><li>• Paid sick leave</li><li>• Enhanced family-friendly leave</li><li>• Compassionate and emergency leave</li><li>• Pension scheme</li><li>• Life insurance policy</li><li>• Employment Assistance Program</li><li>• Access to vouchers and discounts</li><li>• Monthly wellbeing allowance</li></ul>
<b>Reports to:</b>	<b>Emmy O'Shaughnessy</b> Director of Innovation & Growth/ Deputy CEO
<b>Location:</b>	<b>Oxford</b> Some home working is possible. Travel throughout Oxfordshire to meet corporate partners will be required.
<b>Hours of work:</b>	<b>37.5 hours per week</b> Flexible working arrangements (full-time, part-time, or condensed hours) may be considered, with responsibilities tailored accordingly.

**Please read our accompanying recruitment pack for more information about working at Oxfordshire Youth, including our approach to diversity and inclusion through recruitment**

## **Oxfordshire Youth**

Oxfordshire Youth is a boundary-breaking organisation, passionate about creating a future for and with young people that offers them the best possible opportunity to realise their potential. Our staff are redefining the youth sector in Oxfordshire and we envisage a world in which young people have the skills, support, and connections they need to approach life with creativity, resilience, and confidence..

### **Our commitment to inclusion and diversity**

OY warmly welcomes applications from the global majority, trans and non-binary people and disabled people. Your potential to learn and grow in the role is important to us, so we want to hear from you even if your CV isn't a 100% match with a job description. We nurture our community, creating an open, inclusive and diverse organisation where all team members feel a sense of belonging.

### **The Opportunity**

Young people in Oxfordshire face a stark reality: growing unemployment, an escalating mental health crisis, and one in six children in Oxford growing up in poverty. Meanwhile, the county is home to world-changing innovation businesses and some of the UK's most successful companies. The gap between these two realities is unconscionable- and Oxfordshire Youth is spearheading partnerships to bridge it.

Our pioneering **Business Guardians** programme is changing the game. Since launching, we've secured nine high-profile corporate partners who provide both essential core funding and direct employability opportunities for young people facing multiple barriers to work- apprenticeships, placements, mentorship, and workshops that open doors previously closed. We are also working towards the launch of our Round-Up for Youth corporate campaign, for businesses who want to be part of creating tangible social impact. You will take this campaign forward with the support of the Fundraising Co-ordinator and Marketing and Communications team.

### **Your Portfolio:**

- Business Guardians campaign (primary focus)
- Spearhead corporate initiative Round-Up-For-Youth
- existing partner relationships requiring strategic account management

## **Key Responsibilities**

### **Strategic Partnership Leadership**

- Set strategic direction for each Business Guardian partnership, ensuring delivery on financial commitments and programmatic objectives
- Build and execute pipeline strategy for Round-Up for Youth

### **Exceptional Account Management**

- Conduct quarterly business reviews with each partner demonstrating impact, ROI, and opportunities for growth

- Anticipate partner needs and proactively create solutions that deepen engagement and increase investment
- Achieve partnership renewal rate of 90% or higher
- Identify and execute upsell opportunities within existing partnerships

### **Programme Delivery & Impact**

- Project manage Business Guardians initiative end-to-end, working with Youth Development teams, Young People's Supported Accommodation Service, Finance, Senior Leadership, and Marketing & Communications
- Coordinate employability opportunities (apprenticeships, placements, workshops, mentorship) ensuring quality experiences for both young people and corporate partners
- Track and report impact data for each partnership using bespoke measurement frameworks
- Translate programme outcomes into compelling communications that demonstrate value
- Monitor partnership performance against KPIs and course-correct as needed

### **Financial & Operational Excellence**

- Meet or exceed annual income target of £350k
- Ensure timely receipt and accurate tracking of all income in Beacon CRM
- Complete all due diligence requirements for partnerships and maintain compliance records
- Manage partnership budgets and forecast income with accuracy
- Provide regular financial and impact reporting to Senior Leadership Team

### **Communications & Engagement**

- Design and deliver stewardship communications including annual reports, monthly newsletters, impact updates, and bespoke content as required
- Communicate Business Guardians and Round-Up for Youth value proposition with passion and conviction in presentations, pitches, and written materials
- Represent Oxfordshire Youth at networking events, business forums, and corporate functions
- Build Oxfordshire Youth's profile within the county's business community

## **What We Offer**

**Professional Development:** We're committed to your growth and would be open to supporting the successful candidate to undertake a Fundraising Diploma or Advanced Diploma (subject to role requirements and performance). This development opportunity builds specialist fundraising skills, strengthens sector knowledge, and supports career progression.

**Leadership:** You'll work directly with our Director of Fundraising and Communications (also Deputy CEO), who spearheaded the Business Guardians campaign and brings two decades of voluntary sector experience. She is an inspirational relationship manager and supportive leader who will ensure a comprehensive handover and strategic guidance while empowering you to own this work.

**Team Environment:** Join our Fundraising and Communications team—a collaborative group committed to delivering excellent work that creates positive outcomes for young people. We role-model our values to each other, the businesses we work with, and the young people we serve.

**Impact & Innovation:** Lead a genuinely innovative programme that's attracting national attention. Your work directly creates opportunities—apprenticeships secured, workshops delivered, doors opened- that you can point to and say "I made that happen."

**Work-Life Balance:** We value work-life balance and respect contracted hours. Any evening or weekend work (e.g., for corporate events) is compensated with time off in lieu. We expect and plan for all team members to fully utilize their annual leave.

**Flexible Working:** Depending on agreed contracted hours, this role can be structured full-time or part-time to accommodate the right candidate.

## **Our Culture**

Everyone at Oxfordshire Youth agrees to:

- Have an unwavering commitment to Oxfordshire Youth's vision, mission and values
- Attend meetings reliably and participate fully, including being an active listener
- Ensure that all work is carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

## **Safeguarding**

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

***This job description is subject to amendment following discussion with the post holder.***

***Specific tasks and duties will be shared at the interview and during the induction process***

## **What we are looking for**

### **Proven Track Record**

- Minimum 3 years' experience in fundraising corporate partnerships, business development, or high-value account management
- Demonstrable success securing corporate partnerships
- Track record of meeting or exceeding six-figure annual income targets
- Evidence of managing multi-year strategic partnerships that grew in value and scope over time
- Experience converting cold prospects into committed partners through strategic cultivation

### **Relationship Management Excellence**

- Exceptional ability to build rapport and influence senior stakeholders including C-suite executives
- Skilled at navigating complex organisational structures and identifying key decision-makers
- Natural relationship builder who creates genuine connections and maintains them over time
- Strong networking capabilities with experience leveraging relationships for business development
- Emotional intelligence to read situations, adapt approach, and manage diverse stakeholder expectations

### **Corporate Partnership Expertise**

- Deep understanding of corporate CSR, ESG objectives, and the mutual benefits of strategic partnerships
- Familiarity with due diligence processes, commercial contracts, and partnership governance

### **Communication & Influencing Skills**

- Outstanding written communication—proposals, reports, and stewardship materials that are compelling and error-free
- Confident and inspiring presenter who can pitch to boardrooms and deliver engaging updates
- Ability to translate complex programme impact into clear, persuasive narratives
- Skilled negotiator who can structure win-win agreements
- Adept at internal stakeholder management and cross-functional collaboration

### **Project & Financial Management**

- Highly organised with proven ability to manage multiple partnerships and projects simultaneously
- Experience using CRM systems to manage pipelines and track performance
- Comfortable working with budgets, forecasting, and financial reporting
- Working knowledge of project management systems (we use Monday.com)

### **Personal Attributes & Approach**

- Self-starter who takes initiative and works autonomously toward ambitious goals

- Strategic thinker who can see the big picture while executing on details
- Results-driven with accountability for outcomes
- Creative problem-solver who finds innovative solutions to challenges
- Flexible and adaptable—comfortable with both collaborative teamwork and independent work
- Professional presence that represents Oxfordshire Youth with integrity
- Growth mindset and commitment to continuous learning

### **Technical Skills**

- Proficiency in Microsoft Office (particularly Excel for budgets and PowerPoint for presentations)
- Strong working knowledge of Google Suite
- Experience with Canva or similar design tools for creating basic communications
- Capable with data analysis and impact reporting
- Understanding of GDPR and its implications for partnership management

### **Commitment to Mission**

- Genuine passion for youth work and tackling inequality
- Understanding of barriers facing young people and the role of employability in creating opportunity
- Commitment to equity, diversity, and inclusion—actively challenging bias and discrimination
- Discretion when handling sensitive information about young people and partnerships

### **Desirable Skills**

- Established network within Oxfordshire business community
- Event management experience for corporate audiences
- Previous experience in youth work, education, or social mobility sectors
- Knowledge of local funding landscape and key corporate players in Oxfordshire
- UK driving license and access to vehicle for partner meetings and site visits
- Experience managing direct reports or coordinating volunteers

**Closing date for applications: Friday 16th Jan 2026**

**Interviews to be held: w/c 19th Jan 2026**

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#).

Alternatively, [visit our website](#) or [email](#) us for more information.